

2008 FEB -8 AM 11:08 U.S. House of Representatives  
OFFICE OF THE CLERK 110<sup>th</sup> Congress

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Robert Head

Name of Accompanying Family Member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_

Date of Departure and Date of Return: January 24, 2008 / January 26, 2008

Dates at Personal Expense: \_\_\_\_\_

Itinerary (cities of departure - destination - return): Washington, D.C. - White Sulphur Springs, WV -  
Washington, D.C.

Sponsor(s) (who paid for the trip): The Congressional Institute

Describe meetings and events attended (attach additional pages if necessary): This was the House Republican Member Retreat. I attended and staffed strategy and planning meetings for 2008.

Attached to this form are EACH of the following (signify "yes" for each item by checking the corresponding box):

1. ☒ the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2. ☒ the Privately-Sponsored Travel Approval Form completed by the employee; **and**
3. ☒ the Committee on Standards' letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (signify "yes" by checking box): ☒

If not, explain: \_\_\_\_\_

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$190.55	\$400.00	\$385.79
For accompanying family member:	_____	_____	_____

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:	_____	_____
For accompanying family member:	_____	_____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE: \_\_\_\_\_

DATE: February 8, 2008

I authorized this travel in advance. I have determined that all of the expenses listed above were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: \_\_\_\_\_

SIGNATURE OF SUPERVISING MEMBER: \_\_\_\_\_

DATE: February 7, 2008

Version date 4/2007 by Committee on Standards of Official Conduct

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM  
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers or employees under House Rule XXV, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer or employee, who will then forward it to the Committee. The trip sponsor should NOT submit the form directly to the Committee.

*Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.*

1. Sponsor(s) (who will be paying for the trip): The Congressional Institute
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached
6. Dates of travel: January 24, 2008 to January 26, 2008
7. Cities of departure - destination - return: Washington DC - White Sulphur Springs, WV - Washington DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box): ☒
9. I represent that (check one of the following):
- a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a federally registered lobbyist or registered foreign agent: ☒ or
  - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
- a. One-night's lodging and meals are being offered: ☐ or
  - b. Two-nights' lodging and meals are being offered: ☐
- If "b" is checked, explain why the second night is warranted: \_\_\_\_\_

11. If the trip is not sponsored by an institution of higher education, I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*): ☒
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: \_\_\_\_\_  
 The Congressional Institute President and staff organize, manage and control the event  
 \_\_\_\_\_
13. Describe each sponsor's organizational interest in the purpose of the trip: The purpose of the  
the Congressional Institute, a 501(c)(4) organization, is to promote public education about Congress and to hold  
educational conferences including retreats for Members of Congress, staff and others.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (i.e., a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Travel will be via coach seating on a chartered AMTRAK train direct to the  
location of the event. There is no commercial train service to the location on the dates of the event.  
Additionally, there will be working sessions on the train during the trip.
15. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify "yes" by checking box*): ☒
16. I represent that either (*check one of the following*):  
 a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*  
 b. The trip involves events that are arranged or organized *specifically with regard* to congressional participation: ☒  
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Thursday \$140.67  
Friday \$201.67, Saturday \$73.00
17. Reason for selecting the location of the event or trip: Relative proximity too Washington DC, security, capacity  
and capability to handle large event
18. Name of hotel or other lodging facility: The Greenbrier, White Sulphur Springs, WV
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$200 per room, per night.
20. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington DC, security for the  
Members as well as ability to handle security needs for a presidential visit, capacity and capability to handle  
large event, off-season dates result in significantly lower rates, and a history of holding successful events there.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$206	\$400.00	\$415.33
For each accompanying family member			

Name and title: Mark Strand, President

Organization: The Congressional Institute

Address: 1001 N. Fairfax Street, STE 410, Alexandria, VA 22314

Telephone number: (703) 587-8812

Fax number: (703) 587-8817

Email Address: strand@conginst.org

The Committee staff may contact the above individual above if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
2000 The Capitol  
(202) 225-7392 (general fax)  
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

**7:00 PM**

*Colonial Hall*

**Dinner**

Member Skit Led by: Rep. Capito  
Keynote Speaker: Gov. Haley Barbour

**11:30 AM**

*Colonial Hall*

**Buffet Lunch**

**12:30 PM**

*Main Entrance*

**Depart for Train Station**

**1:00 PM**

*Greenbrier Train Station*

**Charter AMTRAK Train Departs**

**7:00 PM**

*Rayburn Horseshoe*

**Pick Up Luggage**



**Congressional  
Institute**

**Saturday, January 26, 2008**

**7:30 AM**

*Spring Room*

**Catholic Mass**

**7:30 AM**

*Colonial Hall*

**Breakfast**

**8:30 AM**

*Various Locations (see below)*

**Breakout Sessions**

Ethics Primer, Jan Baran *Eisenhower A*  
Tele-Townhall Best Practices, Rich Thau  
*Eisenhower B*

**9:00 AM**

**Luggage Pick-Up**

Guests riding the train back to Rayburn  
should place their luggage outside their  
guest room no later than 9:00 AM.

**10:00 AM**

*Chesapeake Hall*

**Communicating in a Presidential Election  
Year**

Moderated by: Chairman Putnam

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*Agenda*

**Congress of  
Tomorrow  
2008**

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January 24-26, 2008  
The Greenbrier

**Thursday, January 24, 2008**

**9:00 AM**

*Rayburn Horseshoe*

**Buses Depart for Union Station**

**10:00 AM**

*Union Station*

**Charter AMTRAK Train Departs**

**11:00 AM**

*Theater Car*

**Small Group Briefings**

Please see your nametag for session to attend.

**4:00 PM**

**Train arrives at The Greenbrier**

**4:15 PM**

*Chesapeake Hall*

**Opening Session**

Welcome: Rep. Capito, Leader Boehner & Chairman Putnam

**4:30 PM**

*Chesapeake Hall*

**Landscape Panel 1**

David Winston, The Winston Group  
Linda DiVall, American Viewpoint

**5:30 PM**

*Chesapeake Hall*

**Landscape Panel 2**

Discussion led by Republican Leadership  
NRCC Chairman Tom Cole

**6:15 PM**

*Colonial Hall*

**Reception with Congressional Institute  
Guests**

**7:00 PM**

*Colonial Hall*

**Dinner with Congressional Institute Guests**

Welcome: Mark Strand, President  
Tribute to Jerry Climer and 20<sup>th</sup> Anniversary of  
Institute

Keynote Speaker: Vinton Cerf, Father of the  
Internet

**Friday, January 25, 2008**

**7:30 AM**

*Spring Room*

**Catholic Mass**

**7:30 AM**

*Colonial Hall*

**Buffet Breakfast**

**8:30 AM**

*Chesapeake Hall*

**Women in 2008**

Linda DiVall, American Viewpoint  
Conference Vice Chair Kay Granger

**9:45 AM**

*Chesapeake Hall*

**2008 Agenda**

Moderated by: Leader Boehner

**11:00 AM**

*Chesapeake Hall*

**2008 Agenda (cont.)**

Moderated by: Leader Boehner

**12:00 PM**

*Colonial Hall*

**Lunch**

President George W. Bush

**2:15 PM**

*Chesapeake Hall*

**Member Session**

Topic: Earmarks

**3:30 PM**

*Various Locations (see below)*

**Breakout Sessions**

Health Care	Eisenhower A
Economic Security	Eisenhower B
Values	Eisenhower C
Fiscal Responsibility	Knowland
Terrorism	Stewart
Border	Rayburn
Neighborhoods	West Virginia

**4:45 PM**

*Chesapeake Hall*

**Defining The Issues**

Presentation by: Whip Blunt and Chief  
Deputy Whip Cantor

**6:15 PM**

*Colonial Hall*

**Reception**



## Congress of Tomorrow | House 2008

Name			Institution	Reason for Invitation
1	Chris	Alsup	House Republican Conference	Leadership Staff
2	Andy	Anuzis	Republican Policy Committee	Leadership Staff
3	Neil	Bradley	Office of the Whip	Leadership Staff
4	George	Canty	Office of the Leader	Leadership Staff
5	Ed	Cassidy	Office of the Leader	Leadership Staff
6	David	Cavicke	Energy & Commerce Committee	Staff Director
7	Rob	Collins	Office of the Chief Deputy Whip	Leadership Staff
8	James	Coon	Transportation & Infrastructure	Staff Director
9	Charles	Cooper	House Republican Conference	Leadership Staff
10	Dan	Coughlin	Office of the Chaplain	Chaplain
11	Kate	Dickens	Tuesday Group	Leadership Staff
2	Brian	Diffell	Office of the Whip	Leadership Staff
13	John	Eisold	Office of the Attending Physician	Physician
14	Antonia	Ferrier	Office of the Whip	Leadership Staff
15	Kevin	Fitzpatrick	Small Business Committee	Staff Director
16	Chris	Fluhr	Natural Resources Committee	Staff Director
17	Brian	Gaston	Office of the Whip	Leadership Staff
18	Joseph	Gibson	Judiciary Committee	Staff Director
19	Leslee	Gilbert	Science & Technology Committee	Staff Director
20	Karen	Haas	House Republican Conference	Leadership Staff
21	Hugh	Halpern	Rules Committee	Staff Director
22	Robert	Head	House Republican Conference Vice	Leadership Staff
23	Ryan	Howell	House Republican Conference	Leadership Staff
24	Ashley	Hoy	Office of the Whip	Leadership Staff
25	Richard	Hudson	House Republican Conference	Leadership Staff
26	Nathan	Imperiale	House Republican Conference	Leadership Staff
27	Cheryl	Jaeger	Office of the Whip	Leadership Staff
28	Trevor	Kolego	Office of the Leader	Leadership Staff



## Congress of Tomorrow | House 2008

	Name		Institution	Reason for Invitation
29	Mick	Krieger	Office of the Leader	Leadership Staff
30	James	Lariviere	Veterans' Affairs Committee	Staff Director
31	Larry	Lavender	Financial Services Committee	General Council
32	James	Lewis	Intelligence Committee	Staff Director
33	Melanie	Looney	Office of the Whip	Leadership Staff
34	Brett	Loper	Ways & Means Committee	Staff Director
35	Amy	Lozupone	Office of the Leader	Leadership Staff
36	David	Marin	Oversight & Government Reform	Staff Director
37	Danielle	Maurer	Office of the Leader	Leadership Staff
38	Kyle	Nevins	Office of the Whip	Leadership Staff
39	Paula	Nowakowski	Office of the Leader	Leadership Staff
0	Bill	O'Conner Jr	Agriculture Committee	Staff Director
41	Robert	O'Connor	Homeland Security Committee	Staff Director
42	Will	Plaster	Administration Committee	Staff Director
43	Yleem	Poblete	Foreign Affairs Committee	Staff Director
44	Patrick	Rothwell	Republican Policy Committee	Leadership Staff
45	Dave	Schnittger	Office of the Leader	Leadership Staff
46	Brian	Schubert	House Republican Conference	Leadership Staff
47	Emily	Seidel	House Republican Conference	Leadership Staff
48	Jeff	Shockey	Appropriations Committee	Staff Director
49	Bob	Simmons	Armed Services Committee	Staff Director
50	Kevin	Smith	Office of the Leader	Leadership Staff
51	Austin	Smythe	Budget Committee	Staff Director
52	Mike	Sommers	Office of the Leader	Leadership Staff
53	Jo-Marie	St. Martin	Office of the Leader	Leadership Staff
54	Michael	Steel	Office of the Leader	Leadership Staff
55	John	Stipicevic	Office of the Whip	Leadership Staff
56	Rick	Stoebner	Office of the Attending Physician	Physician

Congress of Tomorrow | House 2008

Name			Institution	Reason for Invitation
57	Steve	Stombres	Office of the Deputy Whip	Leadership Staff
58	Katie	Strand	House Republican Conference	Leadership Staff
59	Sally	Stroup	Education & Labor Committee	Staff Director
60	Anne	Thorsen	Office of the Leader	Leadership Staff
61	Todd	Ungerecht	Ethics Committee	Staff Director
62	Russell	Vought	Republican Study Committee	Leadership Staff
63	Seth	Webb	House Republican Conference	Leadership Staff

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATELY-SPONSORED TRAVEL APPROVAL FORM  
For Members, Officers and Employees  
(submit directly to the Committee)**

This form should be completed by House Members, officers or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule XXV, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer or employee, together with the completed and signed Private Sponsor Travel Certification Form.

*Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 226-7172.*

1. Name of Member, officer or employee (traveler): Robert Head
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. a. Dates of travel: January 24-26  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: N/A
4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the following:  
a. Approval for one-night's lodging and meals is being requested: ☐ or  
b. Approval for two-nights' lodging and meals is being requested: ☐  
If "b" is checked, explain why the second night is warranted: \_\_\_\_\_
5. Travel destination(s): White Sulphur Springs, WV - The Greenbrier Hotel
6. Explain why participation in the trip is connected to your official or representational duties:  
This is the 2008 GOP House Members Retreat. My Member, Congresswoman Kay Granger, is a member of  
the GOP Leadership. My attendance is required to staff meetings and a presentation by my boss at the retreat.
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify "yes" by checking box): ☒

8. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: Kay Granger

Office address: 440 Cannon House Office Building

Phone number: 202-225-5071

Email address: robert.head@mail.house.gov

Committee staff may contact you if additional information is required.

**FOR STAFF:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

  
Signature of Employing Member

Date: January 15, 2008

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)  
(202) 226-7172 (fax for travel approvals)

*Version date 4/2007 by Committee on Standards of Official Conduct*

STEPHANIE TUBBS JONES, OHIO  
CHAIRWOMAN

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WILLIAM V. O'REILLY,  
CHIEF COUNSEL/STAFF DIRECTOR

DAWN KELLY MOBLEY,  
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

January 18, 2008

DOC HASTINGS, WASHINGTON  
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA  
J. GRESHAM BARRETT, SOUTH CAROLINA  
JOHN KLINE, MINNESOTA  
MICHAEL T. MCCAUL, TEXAS

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

Mr. Robert Head  
Office of the Honorable Kay Granger  
440 Cannon House Office Building  
Washington, DC 20515

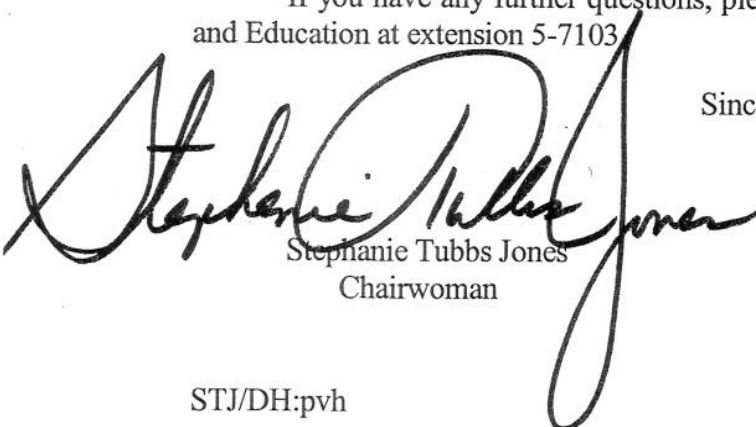
Dear Mr. Head:


Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to White Sulphur Springs, West Virginia scheduled for January 24 to 26, 2008 sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. **Please note that this trip was approved based on a revised Private Sponsor Travel Certification Form. You should obtain the revised form from the Congressional Institute and include it with your filing.** You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$305 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

  
Stephanie Tubbs Jones  
Chairwoman

  
Doc Hastings  
Ranking Republican Member

STJ/DH:pvh